

## **ZONING COORDINATOR**

**PURPOSE:** Support the administration, implementation, and enforcement of City of Duluth land use regulations.

### **FUNCTIONAL AREAS:**

1. Assist with zoning and construction-related matters.
  - \*A. Research and respond to inquiries.
  - \*B. Investigate and respond to complaints.
  - C. Interpret and enforce codes, ordinances, and state statutes.
  - \*D. Review the zoning code (including design review) and sign, subdivision, and water resource management ordinances and recommend changes.
  - \*E. Assist in producing required drawings.
  - \*F. Revise plots, zoning and sign ordinance maps, street locations, and water management maps.
  - \*G. Research microfilm and computer records of building permit history to establish setbacks or existing buildings on site.
  - \*H. Correspond by letter or telephone to coordinate history and proposed use of property.
  - \*I. Confer with other departments/agencies regarding zoning and construction matters.
  - J. Review and approve building permits, applications, and plans.
  - K. Issue necessary permits.
  - \*L. Maintain complete and accurate records.
2. Provide staff assistance to the Board of Zoning Appeals, City Council, and Planning Commission.
  - \*A. Process applications for zoning appeals.
  - \*B. Conduct site investigations and prepare documentation of property condition.
  - \*C. Transport Zoning Board to site inspections.
  - \*D. Compile information and prepare staff reports including recommendations.
  - \*E. Prepare agendas, arrange public meetings, and notify appropriate parties.
  - \*F. Attend meetings as required.
  - \*G. Prepare and present information in oral and/or graphic forms to City Council and other groups as required.
  - H. Prepare and approve hearing minutes.
  - \*I. Review and execute official actions, including issuance of summons when necessary.

## **JOB REQUIREMENTS**

### **EDUCATION AND EXPERIENCE:**

- \*A. A combination of education and/or experience equivalent to graduation from an accredited institution with a degree in Planning, Urban Studies, or equivalent; or three (3) years experience in city planning with responsibility in zoning, subdivision, and/or land use planning.

LICENSE:

- \*A. Possession of Minnesota Class "D" driver's license or privilege upon appointment.

KNOWLEDGE:

- A. Thorough knowledge of applicable zoning and subdivision regulations.
- B. Thorough knowledge of applicable building codex and ordinances.
- \*C. Knowledge of land description methods and land surveying practices.
- \*D. Knowledge of elementary engineering.
- \*E. Knowledge of architectural design principles and building construction methods and materials.

SKILLS:

- \*A. Skill in reading and interpreting legal descriptions, building plans, specifications, codes, and ordinances,
- \*B. Skill in basic graphics including drafting. statistical data presentation, and report layout.
- \*C. Skill is communicating effectively in both oral and written forms.

ABILITIES:

- A. Ability to conduct inspections and document findings.
- B. Ability to efficiently operate computer and other office machines.
- \*C. Ability to exercise independent judgment.
- \*D. Ability to establish and maintain effective working relationships with supervisors, co-workers, private and public agencies, and the general public.
- E. Ability to prepare clear, concise reports and to maintain accurate records.
- \*F. Ability to transport oneself to, from, and around construction sites and public meeting sites.
- G. Ability to transport (usually by lifting and carrying) materials and equipment weighing up to 20 pounds.

\* Essential functions, or job requirements necessary on the first day of employment.

JA:bf:c  
02/05/93

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CC: 20020909	Res: 02-0604R